

DD/S 71-0607

Training 6

MEMORANDUM FOR: Director of Medical Services

SUBJECT : Survey of Need for Shorthand Course

[Redacted]

1. You will recall that on 8 February 1971 I questioned an item in your 27 January Weekly Report regarding the survey Dr. [Redacted] was undertaking concerning a beginning course in shorthand. Your response refreshed my memory that this project had its origin in the report of Seminar #5. I have now reread the report of that Seminar, the recommendations of which were approved in total by the DD/S. The proposal did indeed suggest an OTR survey to determine Agency need and employee interest. I have discussed this with the Director of Personnel and he is concerned that such a survey among the employees themselves might be unwise. We frequently hear the complaint by young women in supposed secretarial positions that they don't get enough dictation and are losing their shorthand skills. If this is true, there would be little point in falsely encouraging hopes on the part of those not currently skilled in shorthand that, if they acquired the skill, they could expect to advance more rapidly. May I suggest, therefore, that Dr. [Redacted] talk to Mr. [Redacted] and his people before undertaking a survey among the employees. It may be that the survey at least should be first conducted among those to whom secretaries are assigned or among the Personnel Officers of the Agency.

25X1

25X1

2. You certainly know that I'm not opposed to giving lower graded employees opportunities to improve themselves, but, if as a matter of fact the opportunities are false, more harm than good could result.

[Redacted]

Robert S. Wattles
Assistant Deputy Director
for Support

25X1

cc: Director of Personnel
ADD/S:RSW/ms (23 Feb 71)

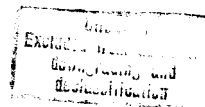
Distribution:

Orig & 1 - Adse

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12 FEB 1971

Office Training 6

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Survey of Need for Shorthand Course

REFERENCE : Your memorandum, dated 8 February 1971

As requested, the following additional information is forwarded pertaining to paragraph 4 of our weekly report of 27 January:

25X1 The suggestion for an Agency survey of the interest in and need for instruction in shorthand and in typing emanated from Support Directorate Seminar Number 5 of which Dr. [] of our Psychological Services Staff was a member. It is our understanding that in July 1970 the Deputy Director for Support accepted this suggestion and requested the personnel of SDS No. 5 to continue -- beyond the period of the seminar -- to work on the implementation of several of their recommendations including this one. At a follow-up meeting of the seminar group Dr. 25X1 [] indicated that the research and consultative services of PSS would be available for a survey of the type proposed. Office of Training indicated interest in this and the meeting of 25 January between [] and Chief, Clerical Training, OTR resulted.

[]

25X1

~~JOHN R. TIETJEN, M.D.~~
Director of Medical Services

DD/S Distribution:

Orig - DD/S Subject, w/Ref (DD/S 71-0421) ✓
1 - D/Pers

REGISTRY
FILE *Training 6*
DD/S 71-0421

MEMORANDUM FOR: Director of Medical Services

John:

I have just seen your weekly report dated 27 January 1971, paragraph 4 of which speaks of Dr. [] action on a shorthand course. It seems to me that this should be of interest to the Office of Personnel and I'm wondering whether this is in response to something that OP has raised. If not, what was it that prompted PSS to consider such a survey?

25X1

[]
Robert S. Wattles

25X1

cc: D/Pers, w/cy of Extract of Para 4 of
OMS Weekly Report dtd 27 Jan 71

ADD/S:RSW/ms (8 Feb 71)

Distribution:

Orig - Adse

- 1 - DD/S Chrono, w/Att (cy of Extract of Para 4)
- 1 - DD/S Subject, w/Att (cy of Extract of Para 4) ✓
- 1 - RSW Chrono

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27 January 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of Significant Activities

REFERENCE : DD/S Administrative Instruction No. 65-7,
dated 18 May 1965

E-X-T-R-A-C-T

25X1 "4. Dr. of PSS met 25 January 1971 with Chief, Clerical Training, Office of Training to discuss plans for an Agency-wide survey to determine interest in and need for a course in beginning shorthand."

E-X-T-R-A-C-T

/s/JOHN R. TIETJEN, M.D.
Director of Medical Services

ADD/S:RSW/ms (8 Feb 71)

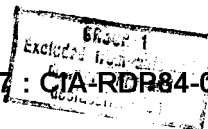
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FILE Training 6

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Mr. [redacted]
[redacted] Headquarters

I noted in the latest OTR Weekly Report a mention of the 1-5 February Management Course as having introduced a number of innovations. I wonder if you might get from the Support School some kind of a handle on the content of this updated course. *ALSO ANY COMMENTS FROM PEOPLE WE MIGHT HAVE HAD AS STUDENTS*

[redacted]
John W. Coffey

22 FEB 1971

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Deputy Director for Support [redacted]

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DD/S:JWC:llc (19 February 1971)

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O - Addressee, 1 - DD/S Chrono, 1 - DD/S Subject